



COUNTY OF LOS ANGELES

Internal Services Department

1100 North Eastern Avenue
Los Angeles, California 90063



United We Stand

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Director

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April 18, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE THE TELECOMMUNICATIONS EQUIPMENT AND SERVICES
MASTER AGREEMENT
(ALL DISTRICTS - 3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Internal Services Department (ISD), or her designee, to execute the Telecommunications Equipment and Services Master Agreement with ten (10) selected vendors for a term commencing upon execution and continuing through June 30, 2007, with an estimated annual cost of \$12 million.
2. Authorize the Director of ISD, or her designee, to add additional qualified vendors to the Master Agreement throughout the term of the Agreement; execute applicable documents when the original contracting entity has merged, been purchased, or has otherwise changed; and exercise one six-month extension at the conclusion of the initial term.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended Master Agreement is to allow ISD to continue its support of the County's telecommunications requirements.

The range of contracted services includes furnishing, installing, and maintaining telecommunications equipment including telephone systems, data network communications

systems, building audio/video and alarm systems, video teleconferencing systems, and associated telecommunications cabling and wiring. These services will be performed at the County's-owned and leased facilities. Maintenance services include repairing defective equipment and performing equipment moves, adds, and changes.

The recommended Master Agreement will replace two existing Master Agreements:

- The Telecommunications Equipment and Systems Master Agreement (TESMA) provides for furnishing, installing, and repairing (during a warranty period) telecommunications equipment. TESMA is a Purchasing Agent agreement that expires on June 30, 2002.
- The Voice Systems Maintenance Agreement (VoSMA) provides for the maintenance of telephone systems. VoSMA is a set of two agreements that expire on September 3, 2002.

Implementation of Strategic Plan Goals

The recommended Master Agreement supports the County's Strategic Plan Goal No. 1: Service Excellence. Specifically, the recommended Master Agreement will enable ISD to provide telecommunications equipment and services to all County facilities in a timely manner utilizing competitive bidding.

FISCAL IMPACT/FINANCING

The aggregate cost for funding fiscal year 2002-2003 for the recommended Master Agreement is estimated to be \$12 million. There are sufficient funds in ISD's budget to pay for these services. ISD will only incur costs under the recommended Master Agreement to the extent that they are offset through billings to other County departments.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the Master Agreement have been approved as to form by County Counsel. Under the Agreement, contractors are required to give first consideration to qualified County employees targeted for layoff, consider qualified GAIN/GROW participants for employment openings and comply with the Child Support Services Department's Child Support Compliance Program. The Child Support Services Department has been asked to confirm that all qualified new contractors have complied with the requirement to file a Principal Owner Information Form with its office.

This is not a Proposition A agreement because the services are of an extraordinary professional or technical nature, the services are of a temporary nature, and the services are needed on a part-time or intermittent basis. Because of the Non-Proposition A classification of the recommended Master Agreement, the Living Wage Program (County Code Chapter 2.201) does not apply.

CONTRACTING PROCESS

Notice of a Request for Statement of Qualifications (RFSQ) was released on January 9, 2002 to 333 vendors shown in Attachment 1. The RFSQ was also posted on the Los Angeles County Office of Small Business and ISD web sites. Thirty-six (36) vendors attended the Vendors' Conference held on January 28, 2002. Twenty-five (25) responses were received and reviewed for compliance with the RFSQ requirements. References were validated for each vendor.

To date, ten (10) vendors were determined to be qualified and are being recommended for Master Agreements. Those vendors are identified in Attachment 2. The remaining 15 vendors that responded may qualify in the future.

Community Business Enterprise Program information for each vendor is shown in Attachment 3. Vendors were selected without regard to gender, race, creed, or color for award of an Agreement.

In order to encourage increased vendor participation as well as maximize the County's access to needed telecommunications vendors, interested vendors may also qualify at any time during the term. Availability of the Master Agreement will continue to be posted on the County's web site.

Inclusion in the Master Agreement does not guarantee a vendor any minimum amount of business. However, vendors will become active contractors, and thereafter they will, from time to time, be solicited under competitive conditions to provide telecommunications equipment and services on a work order basis.

The County only incurs an obligation as individual work orders are bid and approved. All contractors will receive copies of the work order solicitations released in the areas where the contractor has been pre-qualified. All work orders will be awarded to the lowest priced, qualified bidder.

Contractors will not be requested to perform services that will exceed amounts, scope of work, and dates specified in each individual work order.

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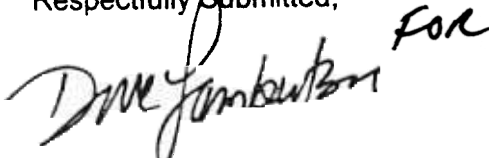
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the proposed Master Agreement will allow ISD to continue to provide County departments with required telecommunications equipment and maintenance services.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Director, Internal Services Department.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Joan Ouderkirk", with the word "FOR" written in a larger, bolder script to its right.

Joan Ouderkirk
Director

Reviewed by:

Jon W. Fullinwider
Chief Information Officer
(See Attached Analysis)

JO:MG:gaw
Attachments (4)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
Chief Information Officer
County Counsel
Auditor-Controller